

E911 Wireless Service Board Meeting  
January 14, 2010  
10:00 AM - CESC

Members Present:	Michael Cline, Chairman John Knapp, Jr. – Vice Chairman Chief Ed Frankenstein Pat Shumate Linda Cage Fred Vincent Robert Layman	Phil Heins Lt. Col. Robert Kemmler Sheriff Fred Newman Chief Ron Mastin Robert McAvoy N. Jerry Simonoff for George Coulter
Members Absent	David Von Moll Denise Smith	Battalion Fire Chief Tracy Hanger
Remote	Abingdon Culpeper	Roanoke Tidewater
WSB Committees Representatives	John Knapp, Jr. (Grant Funding)	Denise Johnson (Grant Funding)
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf, ISP Director Lisa Nicholson, Project Manager Samuel Keys, Regional Coordinator	Terry Mayo, Administrative Assistant Lewis Cassada, Project Manager Susan Siegfried, AG

**1. CALL TO ORDER**

Mr. Cline called the meeting to order at 10:02 AM. Mr. Cline welcomed everyone. Ms. Spears-Dean did a roll call to the Regional Facilities.

**2. APPROVAL OF THE MINUTES FROM NOVEMBER 19, 2009**

Mr. Cline asked for changes/additions to the November 19, 2009 minutes, and there were none. Lt. Col. Robert Kemmler made a motion to approve the minutes, and Mr. Fred Vincent 2<sup>nd</sup> the motion for approval. All approved the November 19, 2009 Minutes, **12-0-0** (Mr. Knapp was not present at this vote)

### **3. FINANCIAL REPORT**

Ms. Spears-Dean addressed the Board and said that three financial documents are included in the Board packet for the Board to review at its leisure. Ms. Spears-Dean did; however, give a brief financial summary to the Board. She said that for FY2008, FY 2009, and FY2010 there are \$1.1 million, \$2.7 million, and \$13.3 million, respectively, in outstanding grant awards (see attachment).

### **4. CMRS MONTHLY STATUS SUMMARY**

Ms. Spears-Dean addressed the Board and referred them to the spreadsheet in the handouts, and said that there have not been any changes since the November 19<sup>th</sup> meeting (see attachment). Ms. Spears-Dean said that she will give an updated report at the March meeting, and that Halifax County should be fully deployed by that meeting.

### **5. UPDATE ON WIRELESS FUNDING COMMITTEE**

Mr. John Knapp, Jr. addressed the Board and said that since the last Board meeting the Wireless Service Board Funding Committee met again. Mr. Knapp said he would like to give recognition to the Committee Members who are: Lt. Col. Kemmler, Carol Adams, Carolyn Cios, Mark Cvetnich, Dana Felton, Mike Goetz, Denise Johnson, and himself as Chairman. Mr. Knapp also thanked all the regional participants that participated in the process. Mr. Knapp said that the Committee members were very easy to work with. Mr. Knapp then gave a brief review of the funding formula that the Committee is recommending to the Board. Mr. Knapp commented that what ever the Committee recommends, that not everyone will be happy with the outcome. He said that there is no solution to this process to make everyone happy. The Committee worked towards achieving consensus on a funding methodology. A language change was brought forward at the last meeting, and it was approved. The Committee is recommending moving the time period for the payment re-calculation. The Committee would like to have the ability to do a multi-year average on the data. The Committee has reviewed several funding methodologies. Mr. Knapp started with a review of what the Committee felt was wrong with the current formula which included the lack of understanding for shared equipment and IT/GIS support data elements; wireless call volume calculation included administrative calls; a significant fluctuation in distribution percentages year to year; and no minimum level of funding. To solve these problems the Committee met to refine the current formula by proposing various funding scenarios that mitigated or removed problem areas that were identified above. Mr. Knapp said that staff posted all the funding recommendations and material on the ISP website, as well as solicited feed back from members of APCO/NENA.

Mr. Knapp said that at the last Committee meeting the Committee narrowed options to the following two scenarios to determine percentages: Calls times cost (wireless 9-1-1 calls divided by total 9-1-1 multiplied by personnel costs); weighted average (wireless 9-1-1 calls divided by total 9-1-1 weighted by 50% and personnel costs weighted by 50%). The consensus of the Committee is to recommend calls times cost scenario for the following reasons: (1) Less of an impact to PSAPs negatively affected than weighted scenario; (2) Preferred scenario of PSAPS impacted the most; and (3) Simplest solution (see attachment). Mr. Knapp said that the implementation process would be for staff to develop this process with concurrence of the Committee and approval of the Board. Mr. Knapp said that staff would need to consider proposed code changes to address the timing. The Committee is recommending adapting calls times cost scenario with a three year average. Mr. Michael Cline called for a motion on the Committee's recommendation. Mr. Knapp made the motion, and Chief Ron Mastin 2<sup>nd</sup> the motion for approval. Mr. Cline called for questions and discussion from the Board members. Ms. Linda Cage, Mecklenburg County, said that she listened to Mr. Knapp, and received calls last night concerning the Committee's recommendation; however, she is concerned about the funding methodology. She asked if this formula change will be changed going forward in the future. Mr. Knapp said yes. Sheriff Fred Newman addressed the Board and said he represents the people of Southwest Virginia. They would like to go with the 50/50, and agreed with Ms. Linda Cage. Mr. Pat Shumate addressed the Board and said he sat through the Committee meetings at the Roanoke remote site, and as a PSAP manager he said that it is difficult to have to look at the whole picture. He said as a member of this Board he had to look at the whole picture. He said he can also appreciate Ms. Linda Cages' concerns. He said that he thinks what the Committee wants to do is to bring the system in line and not punish any one group or region. He said he likes the three years as it will bring it back around. Mr. Shumate said he did not see any PSAPs that did not support the 50/50. He said he did not want to see any one get massive cuts. Mr. Cline asked for more questions from the Board, and there were none. Mr. Cline then asked for the public comment. Ms. Athena Plummer from Virginia Beach addressed the Board. She thanked the committee for a hard job to do. She said that Virginia Beach has not really seen any increase in the preceding years. She also said that with the new methodology, Virginia Beach will see a cut. Virginia Beach did an analysis of the projected funding, and they see that 104 PSAPs would be taking a loss, and only 27 PSAPs would see a benefit. Mr. Cline asked the remote sites if they had any questions or comments: The Roanoke Region asked to address the Board. Mr. JR Powell from the Blue Ridge 911 Group addressed the Board. Mr. Powell said that his region agrees that the status quo is not the way to go, and that there needs to be a change. It will only continue to satisfy the 25 PSAPs (top 25). His region is in support of the "weighted measures" scenario. Mr. Mike Crockett addressed the board and talked about the top 25, and said that he is favor of the "weighted averages scenario." There were no other comments or questions from the Remote sites. Mr. Bob Layman, Board member with AT&T, addressed the Board, and said he does not understand what is driving the inequities, and said he does not

understand what the problem is with the current formula. Mr. Knapp explained that the current formula contains a lot of costs that have been eliminated. The current formula use to include Administrative calls, etc. The Committee thought there should be a consensus across the Board. Mr. Knapp also said that there were some equipment costs that were also included that have been eliminated. Mr. Bobby McAvoy addressed the Board, and said it looks like the Committee has clarified some problems. Mr. McAvoy commented that may be the Committee could look at leaving the formula as is, and only remove the elements that are difficult to calculate. Mr. Lewis Cassada addressed the Board and addressed the different formula issues. A discussion ensued from more Board members including Mr. Bob Layman and Mr. Bobby McAvoy. Mr. Steve Marzolf, ISP Director, addressed the Board and gave an historical reference point on the funding. Mr. Marzolf also said that any reduction a locality takes is general funds now. Since the formula distribution did not give the outcome the Board wanted it to do, he is questioning should the Board not recalculate and leave the funding formula as is for now. Mr. Pat Shumate addressed the Board and said he agrees with Mr. Marzolf. Mr. Knapp addressed the Board again and said that the Committee is recommending the calls times cost scenario.

Mr. Cline asked Virginia Beach to address the Board again. He asked questions on how this would affect Virginia Beach. Ms. Athena Plummer addressed the Board and said that Virginia Beach's calculations were inaccurate, and that she is in the process right now of trying to verify figures. Mr. Cline asked Fairfax questions. Chief Mastin addressed the Board and said he thought the change would be fair and equitable for all. Mr. Cline asked Mr. Marzolf about timing of the recalculation, and if it could be done by the next Board meeting in March to see the impact on the localities. Mr. Marzolf said the Board has to decide when the change could take place. Mr. Cline said he is recommending that at the next meeting the recalculation would be done. Mr. Cline asked for a vote on the motion to accept the "calls times cost scenario." Ms. Susan Siegfried, Office of the Attorney General, commented that the Board can table the motion until the next meeting to give staff and localities time to identify their figures and indicate which are wrong, and to give the Board a look at the information that is available. Mr. Cline called for the motion to table the recommendation until the March meeting. Lt. Col. Kemmler made a motion to table the current motion until the next Board meeting, and to instruct staff to contact the PSAPs to verify their true-up submissions and have a date of March 1 to confirm or change the current true-up submissions already submitted. Mr. Fred Vincent 2<sup>nd</sup> the motion. All approved; **12-0-0** (Mr. Knapp had to leave).

## **6. OLD BUSINESS**

**Strategic Initiatives for Comprehensive Plan:** Ms. Spears-Dean addressed the Board and said that she had hoped to report on the progress of the two remaining initiatives: (1) Develop and apply statewide guidelines to foster a minimum level of 9-1-1 emergency response service across Virginia, and (2) Implementation a recruitment and retention program. Ms. Spears-Dean said that she has not had enough staff time to carry out these strategic initiatives. Ms. Spears-Dean said that she will give a report at the March meeting.

**PSAP Scholarship Program:** Ms. Spears-Dean addressed the Board and said she has received a preliminary financial report on the APCO/NENA/SIEC Conference that was financed through the PSAP Scholarship Program (see attachment). Ms. Spears-Dean said that Mr. Bill Agee is going to speak on behalf of APCO regarding the Conference. Mr. Agee addressed the Board and said that they are happy to report that the conference was a phenomenal success. Mr. Agee said that there were; 63 PSAPs represented at the conference. Mr. Agee gave a brief summary (see attached handout). Mr. Agee asked the Board if APCO could keep the money left over from the Conference to help with financing of the 2010 Conference. Mr. Marzolf addressed the Board and said that APCO is not allowed to carry over the money that was not used for the Conference. A discussion ensued on the funding of the PSAP Scholarship Program. Mr. Pat Shumate made a motion that the Board approves in concept the scholarship funding for the APCO/NENA/SIEC Conference for the fall of 2010 in concept. Ms. Linda Cage 2<sup>nd</sup> the motion. Lt. Col. Kemmler asked a clarification about allocating money when the Board does not know what the General Assembly will decide. Mr. Marzolf addressed the Board and said that there will probably be enough money in the fund to fund the 2010 Conference; however, not as much as previous years. Mr. Cline asked if the Board would like to vote on the motion and not include a dollar amount at this time. Mr. Bobby McAvoy made an amendment to the motion to not include the dollar amount. Mr. Cline called for a vote on the amended motion. All approved; **12-0-0**.

## **7. NEW BUSINESS**

**FY11 PSAP Grant Funding Cycle:** Mr. Vincent addressed the Board and said that the application period for FY2011 funding cycle ended December 18, 2009. Mr. Vincent said that 124 requests totaling \$9,641,845 were received. Mr. Vincent said that they will bring their recommendation to the Board at the March meeting. Mr. Vincent said the Committee received more requests than they have money. Ms. Spears-Dean said the Grant Committee is scheduled to meet from 10:00 AM – 4:00 PM on February 9, 2010 at the Commonwealth Enterprise Solutions Center as well as at the Remote Satellite Facilities.

**PSAP Grant Award Amendment Requests:** Mr. Vincent addressed the Board and said that Franklin, Patrick, and Martinsville/Henry PSAPs received an FY08 grant in the amount of \$497,818 for a NG911 regional consolidation project. The locality has anticipated that there will be funds left over once the project is completed and the Martinsville/Henry County PSAP is requesting an amendment to their grant award to purchase a generator for CPE at a back-up facility. Mr. Vincent said that although no additional funding is being requested, this purchase is outside the scope of the original project and the Board would need to approve the grant amendment request. Mr. Vincent said that three of the Grant Funding Members provided comments. Lt. Col. Kemmler asked about the past history of letting money left over be used for some other purpose not in the original grant? Mr. Spears-Dean addressed this is not recommended by staff, but the Board could make this decision. Susan Siegfried commented to the Board that she recommends that the Board be consistent with previous decisions. Ms. Linda Cage made a motion that since this request is not within the scope of the original grant request that the Board not approve the request. Lt. Col. Kemmler 2<sup>nd</sup> the motion to deny the request. All approved to deny the request; **12-0-0**.

Mr. Vincent addressed the Board and said the Committee has received a request from the Christiansburg PSAP to change the FY2011 Guideline to allow towns to be eligible for a regional initiative grant through the PSAP Grant Program. The locality states that the “Guidelines” are currently unclear, and that the “Executive Summary” says any Virginia primary PSAP is eligible to apply for and receive funds either as a standalone applicant or as part of a regional initiative or a consolidation project. The regional initiative definition is limited to cities and counties. Mr. Vincent said that three Grant Committee members provided responses. Mr. Jerry Simonoff representing Mr. George Coulter made a recommendation in putting a population limit in the guidelines. Mr. Vincent said that since the applications are already in, that the Board waits until the next grant cycle to consider the “guidelines” change. Lt. Col. Kemmler made a recommendation to the Board that it wait until the next grant cycle. Mr. Vincent said he is recommending that the Board not change mid year and go back to the Committee for FY2012. Mr. Cline called for the motion on the Committee’s recommendation. Mr. Vincent made the motion, and Lt. Col. Kemmler 2<sup>nd</sup> the motion to send the request back to Committee for additional study. All approved; **12-0-0**.

Virginia Beach has a request to amend their FY09 True-Up: Ms. Spears-Dean addressed the Board. Requesting approval to modify and correct their FY2009 True-Up and to recalculate and reimburse funding based on the corrected data. Ms. Spears-Dean said an analysis revealed that primary call counting equipment has been underreporting wireless calls since Feb. 2009 due to equipment malfunctions. Virginia Beach is asking that the funding be retroactive back to October. Mr. Cline said he is recommending that Virginia Beach wait until they get the correct figures before requesting approval to be reimbursed retroactive. .

Mr. Lewis Cassada addressed the Board and said that Virginia Beach's reimbursement would be 5.76% of the fund, and if adjusted it would be 6.8% of the fund. Reallocating \$25,000 a month to Virginia Beach which would reduce the amount available to other localities. Mr. Pat Shumate recommended to the Board that it stay with the original precedence. Mr. Cline called for a motion. Chief Ed Frankenstein made a motion to deny the request for retroactively reimbursing Virginia Beach. Sherriff Fred Newman 2<sup>nd</sup> the motion. All agree to reimburse Virginia Beach going forward at the correct funding rate; however, not retroactively; **12-0-0**

**Legislative Updates:** Mr. Marzolf addressed the Board and said that there are a couple of bills out there that will impact the Board. He said that he will keep the Board informed of these bills and will report back to the Board at its March Board meeting.

**CMRS Subcommittee Report:** Ms. Spears-Dean said the Committee met this morning on FY2011 funding requests. The Committee is recommending that the Board approve the requests for Sprint and nTelos. Mr. Cline called for the motion. Mr. Fred Vincent made a motion to approve the request, and Lt. Col. Robert Kemmler 2<sup>nd</sup> the motion. All approved; **12-0-0.**

## **8. PUBLIC COMMENT**

Mr. Cline called from public comments. Mr. Marzolf addressed the Board and said that Board members will be getting a copy of the Annual Audit report in the mail. Mr. Marzolf said that the APA will come to the Board Meeting in March and address the findings.

There were no comments at the remote sites.

## **9. ADJOURNMENT OF THE MEETING**

Mr. Cline called for a motion to adjourn the meeting of the Board: at 12:52 PM. All approved; **12-0-0.**

**Respectfully Submitted:**

---

Terry D. Mayo

---

(Date)